

**CITY OF HARTSVILLE, SOUTH CAROLINA
JOB DESCRIPTION**

Title: Museum Manager

Department: Finance

Division: Museum Operations

GENERAL PURPOSE

Performs a variety of routine and complex administrative work in keeping official artifact records, providing assistance and directions to the general public and assisting in the administration of the standard operating policies of the department.

SUPERVISION RECEIVED

Under general supervision, reports to the Museum Director

SUPERVISION EXERCISED

None generally; may supervise volunteers and student interns as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as Museum Director in the absence of same.

Assists Director in planning, designing, researching, collecting, and installing monthly/bi-monthly exhibits.

Coordinates and maintains all artifact records; prepares appropriate forms; develops and assigns a numbering system; retrieves and prepares artifacts information, conducts artifact-related research and provides input to staff regarding collection elements for exhibits, programs and other museum needs.

Coordinates museum special events, including after hours when needed.

Manages collection environment, storage and exhibits.

Registers all artifacts received by gift, loan, transfer, field collection or purchase.

Coordinates the conservation of artifacts, storage of collection and/or exhibit of collection including all data entry pertaining to the collections and exhibits.

Monitors site and off-site environment and is responsible for overall disaster preparedness plan.

Inventories collection and traveling exhibits; prepares condition reports when appropriate.

Packs, ships and insures artifacts and collections.

Plans and conducts museum tours as it pertains to artifacts and exhibits.

Follows on-site policy manual and statement of general policy as set forth by the Hartsville Museum Commission under the Director's guidance.

Receives the public and answers questions; coordinates tours and trips.

Develops notices, flyers, brochures, media releases, news articles and other informational materials for approval by the Director.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

PERIPHERAL DUTIES

Performs other duties, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- a) Associate Degree in business management, history or related field with Bachelor preferred; and,
- b) Three (3) years of related experience; and/or
- c) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

Necessary Knowledge, Skills and Abilities:

- a) Considerable knowledge of: computers and electronic data processing and modern museum office practices and procedures;
- b) Skill in: planning, and administering museum techniques; operating listed tools and equipment;
- c) Ability to: effectively meet and deal with the public and internal customers; communicate effectively verbally and in writing; establish and maintain effective working relationships with supervisor, employees, city officials, and general public; handle stressful situation; understand and follow instructions.

SPECIAL REQUIREMENTS

Must possess a valid South Carolina driver's license.

TOOLS AND EQUIPMENT USED

Computer station, scanner, copier, fax, calculator, phone, vehicle and other related equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and hear; stand; walk; use hands to handle or feel objects, tools, or controls; reach with hands and arms.

The employee must occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee normally works in an office environment.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.